This document provides faculty and staff of high school or postsecondary institutions with the following information about the Parchment electronic transcript service.

- An explanation of the e-Transcript Initiative and Parchment;
- The benefits of the Parchment Service;
- An overview of how the system works;
- How to become a receiver and sender;
- What services are available to staff;
- Helpful tips and contact information;
- Instructions on how to deliver transcripts electronically;
- Information on the additional services available and
- Tips for how to educate students and parents.

Michigan e-Transcript Initiative

The State of Michigan's Center for Educational Performance and Information (CEPI) has partnered with Parchment to offer the Michigan e-Transcript Initiative. The State of Michigan provides this program to all public and private/independent Michigan high schools and postsecondary institutions at no cost to either the students or the schools. The FERPA-compliant (Family Educational Rights and Privacy Act) service allows a student or alumni to send a transcript and other supporting admission documents from his/her high school or college to more than 4,000 colleges and universities nationwide, as well as to third-party destinations.

Parchment

Parchment is the leading provider of educational records management services. Parchment manages the ordering, processing and secure delivery of student records for K-12 and postsecondary institutions nationwide. Parchment is headquartered in Scottsdale, Arizona, with representatives throughout the United States.

Benefits of the Parchment Service

- Reduced staff time and material costs result in financial savings and allow staff to focus on other needs.
- Electronic transcripts allow online tracking and delivery notification.
- The request process is streamlined for both current and alumni students.
- All Michigan public universities, community colleges and several independent colleges have signed up to receive electronic transcripts through this service.
- Transcripts can be requested online 24 hours a day, seven days a week through the school's website, the Michigan College Access Portal (MichiganCAP) or at Parchment.com.
- There is no charge to have transcripts sent to participating colleges in Michigan and partner states.
- Students are automatically notified when transcripts are processed and received, reducing the need to contact the school.
- Transcripts are quickly delivered to Michigan and nationwide colleges and scholarship programs.
- Transcripts are processed electronically for your school for delivery to any destination nationwide.
- Comprehensive reporting is built into the system for all authorized administrators. Reports are available for sent transcripts with a robust set of search criteria and export capability to Excel for further analysis.

How the System Works

- To send a transcript, a student or alumni goes to the Michigan E-Transcript link on his/her school's website or the Michigan College Access Portal (MichiganCAP), which directs him/her to Parchment's system to complete a one-time five-minute registration and identify the desired transcript recipient(s). Minors must have their parent or guardian complete the registration process on the student's behalf.
- The system promptly processes the order and notifies the sending school's administrator of the request via email. The sending school's administrator retrieves the student's transcript from the school's student information system and electronically "prints" it to the sender printer. This printer is a software download that a school staff member installed on the school's computer, which processes transcripts. Parchment then delivers the transcript to the receiving destination(s) in the acceptable format for the receiving destination.
- The receiving destination is notified via email that a transcript is available for download (if an electronic recipient). The receiving destination's administrator logs into the Parchment system and downloads the transcript. If the receiving destination is not yet an electronic recipient, the transcript is delivered via U.S. mail and instructions are provided for how to become an electronic recipient.
- The requester is notified via email every step of the way: 1) when his/her transcript request is received by Parchment, 2) when the sending school's administrator process the request and 3) when the receiving destination's administrator downloads the transcript.

How to Become a Receiver

1. Go to https://securetranscript.docufide.com/co. Provide information for primary and backup contacts at your institution.
2. Choose the PDF format. Once registration is complete and validated by Parchment, you can go into your account preferences and change your format and delivery methods to PESC XML, TS130 EDI or SFTP/WSDL auto delivery.
3. Begin receiving transcripts electronically.

How to Become a Sender

For a postsecondary institution to become a sender of electronic transcripts:
1. Visit http://www.docufide.com/contact-us/senders and enter your contact information.
2. Parchment will then contact you and provide you with a service agreement and an Excel form.
3. Provide the necessary contact information on the Excel form and email it back to Parchment.
4. Review and sign the service agreement. Fax or mail it back to Parchment. Installation cannot begin until Parchment has received the signed agreement.

For a high school to become a sender of electronic transcripts:
1. Go to http://www.michigan.gov/cepi/0,1607,7-113-54112---,00.html.
2. Click on the "High School Registration" link.
3. Click on the "Begin Registration" link either for Districts (public schools) or Independent Schools (private schools) and search for your school name.
4. Provide primary e-Transcript contact information.
5. Review and accept the Service Agreement.

Once the registration is complete, the software installation instructions are sent to the identified contacts. It is simple and quick – like downloading a driver for a new printer. Parchment's training and promotional materials are also provided. The entire installation and training process usually takes one hour or less. Once the software has been installed on the computers that process the transcripts, the school's administrator uploads a file containing multiple transcripts to Parchment's processing center to serve as test files. This is done to ensure that all fields used in the school's transcript are included in the transcript template that Parchment creates for your

school. Once the installation and test process are complete, a link to the service (provided by Parchment) is placed on the school's website. The school is now considered "live" and able to send electronic transcripts.

Services Available to Staff

Parchment offers an online staff training webinar. If additional training is desired, Parchment can schedule individual training sessions based on the needs of your school. For more information on webinars and scheduling, view the Staff Training Webinars link on the CEPI e-Transcript website at http://www.michigan.gov/cepi/0,1607,7-113-54112---,00.html.

In addition to transcripts, the Parchment service enables staff members to send Electronic Secondary School Reports (eSSR), also known as Guidance Counseling Pages. Once the student makes the online transcript request, the eSSR notification is emailed to the staff member who is responsible for sending these admissions documents. The Advanced Secure Transcript Training discusses how to use this feature.

The Reporting feature is also very beneficial to staff members. Staff members can import a variety of search criteria to view the number of transcripts sent by a particular student, a date range, a recipient, the year of graduation, etc. All results are in real-time and can be exported into Excel for further analysis. The Basic User Training discusses how to use this feature.
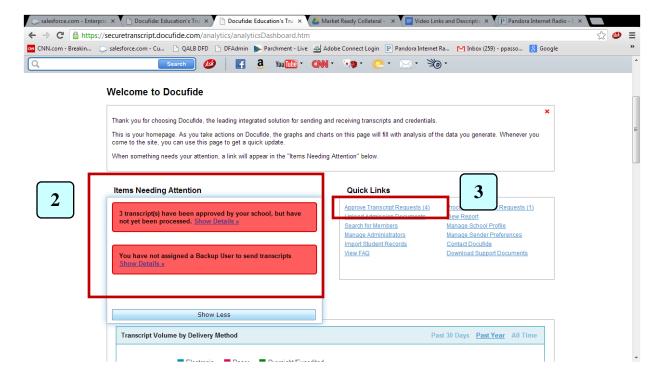
Contact Information

Please visit the CEPI e-Transcript website at http://www.michigan.gov/cepi/0,1607,7-113-54112---,00.html for more information on the initiative. If you have questions pertaining to the registration process and technical support, contact Parchment via their customer support page at http://www.docufide.com/contact-us. If you have questions regarding the Michigan e-Transcript Initiative, please contact CEPI at CEPI@michigan.gov or call (517) 335-0505, option 3.

Delivering a Transcript Electronically

Once the transcript request made by the student/alumni is received by Parchment, an email message is sent to the administrator at the school notifying the administrator that a transcript request is received, and asking the administrator to:

- To log into his/her Docufide account to process the transcript and
- To send the transcript electronically to Parchment.

Step 1: Go to www.docufide.com and log into your Docufide account. This will take you to the home screen.

Step 2: If you have any items needing attention, they will appear in red boxes at the top of the home screen.

Step 3: Click on **Approve Transcript Requests** in the Quick links box.
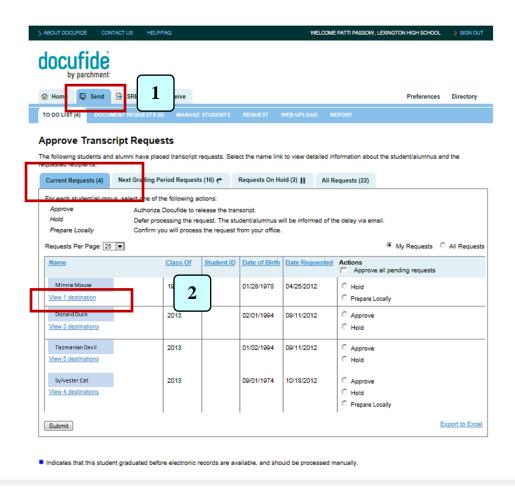
Manage Transcript Requests

When students place transcript requests through Parchment.com, you must process the transcript requests before Parchment can fulfill them.

Step 1: To Access the Docufide Sender "To Do List," click on the **Send** tab in the header.

The Docufide Sender "To Do List" displays with the Current Requests tab displayed.

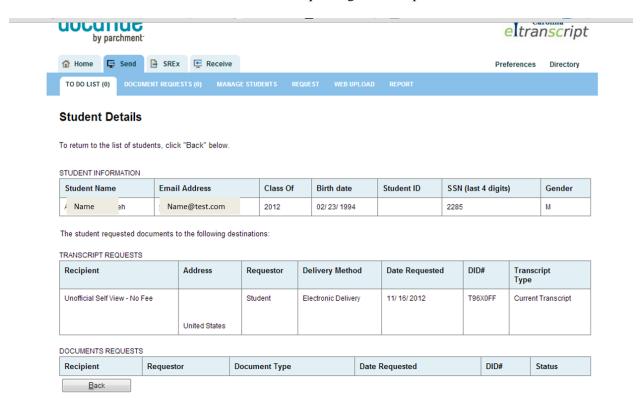Note: An administrator must have Sender permissions to access the Docufide Sender "To Do List."

Step 2: To view individual destinations for a student, click the "View Destinations" link. The destination detail displays for each destination, including Recipient Name and Delivery Method.

Step 3: To hide the destination information, click the "Hide Destinations" link.

Diegnan, Rosemarie	2012	ST333	03/02/1992	10/30/2011	

Hide destinations　**3**

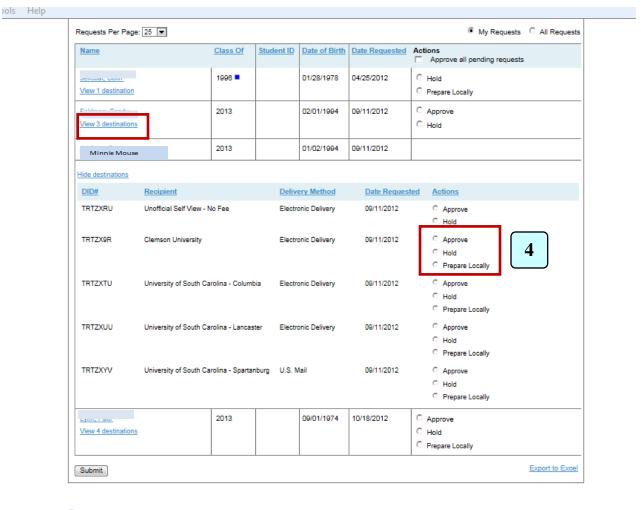| DID#	Recipient	Delivery Method	Date Requested	Actions
TWLANON	Docufide Institute of Technology	Electronic Delivery	10/30/2011	⦿ Approve ○ Hold ○ Prepare Locally
TWLAN0J	Nationwide Insurance	Electronic Delivery	10/30/2011	⦿ Approve ○ Hold ○ Prepare Locally

By clicking on the student's name, administrators can drill down to see more information on the student, view the valid email address and see where the student is requesting a transcript to be sent.

Student Details

To return to the list of students, click "Back" below.

STUDENT INFORMATION

Student Name	Email Address	Class Of	Birth date	Student ID	SSN (last 4 digits)	Gender
Name　eh	Name@test.com	2012	02/ 23/ 1994		2285	M

The student requested documents to the following destinations:

TRANSCRIPT REQUESTS

Recipient	Address	Requestor	Delivery Method	Date Requested	DID#	Transcript Type
Unofficial Self View - No Fee	 United States	Student	Electronic Delivery	11/ 16/ 2012	T96X0FF	Current Transcript

DOCUMENTS REQUESTS

Recipient	Requestor	Document Type	Date Requested	DID#	Status

Back

To process the transcript request, three options exist: 1) Approve, 2) Hold and 3) Prepare Locally.
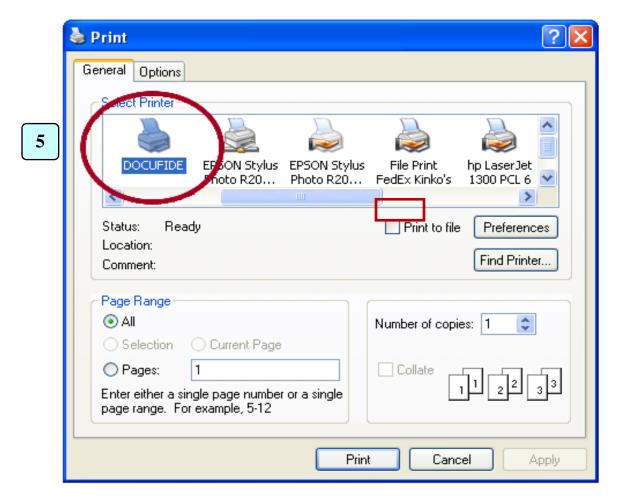
1) Approve – You will process the request and send the transcript electronically to Parchment.
2) Hold – You are not able to send the transcript at this time for reasons such as the student owes library fees or a grade is changing on the transcript. An email message will be sent automatically to the student letting him/her know the transcript has been placed on hold.
3) Prepare Locally – You wish to send the paper transcript to the destination outside of the Parchment service (e.g., when alumni transcripts are not available electronically).

Step 4: To approve the transcript request, click on the **Approve** radio button.

Step 5: After approving the request go into the school's student information system, select the transcript and "print" it using your standard daily processing transcript method. The most common method is printing via the Docufide printer. Go to your computer's **Start** Menu. Select **Settings > Printer and Faxes**. Select the Docufide printer as seen below:
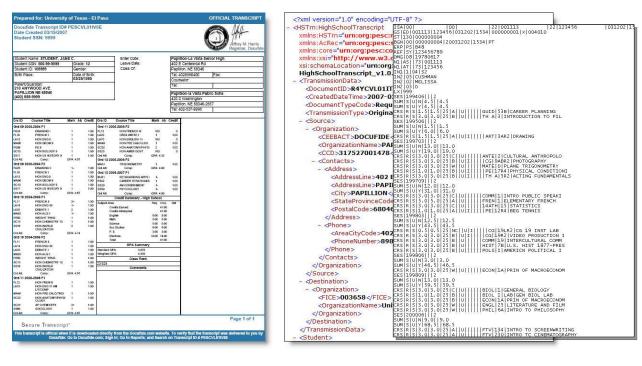

If you are unsure of what your daily processing method is, contact Parchment at http://www.docufide.com/contact-us/senders.

Transcripts are delivered in a PDF, XML or EDI format, depending on the receiving destination's preference. The administrator at the sending school does not need to worry about the format; Parchment handles those details.

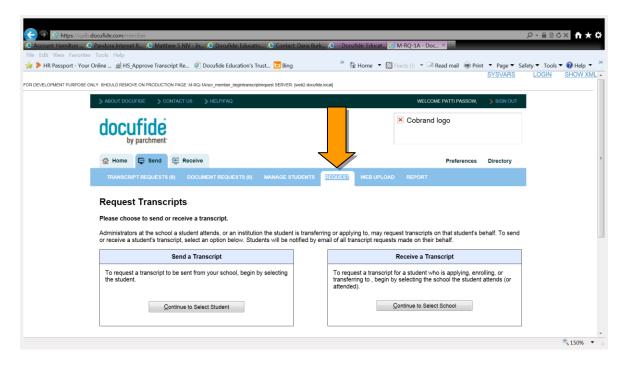**PDF**   **PESC/SIF XML, TS130 EDI**

This completes the transcript delivery process. For more detailed information, including the student request process and the steps performed by the administrator at the receiving destination to complete the transcript exchange, view the CEPI website at: http://www.michigan.gov/cepi/0,1607,7-113-54112---,00.html.

Additional Included Service Features

For information on the additional features of the Parchment service, please inquire about how to register for an online training webinar provided by Parchment at http://www.docufide.com/contact-us/senders.
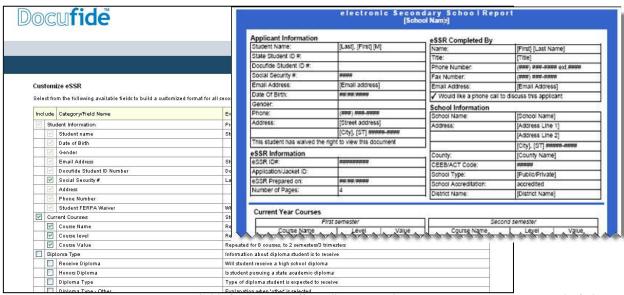
Request Transcripts

High school, college and university administrators can request mid-year or final transcripts on an applicant's behalf. High school administrators can also request transfer transcripts from any other participating Michigan high school.
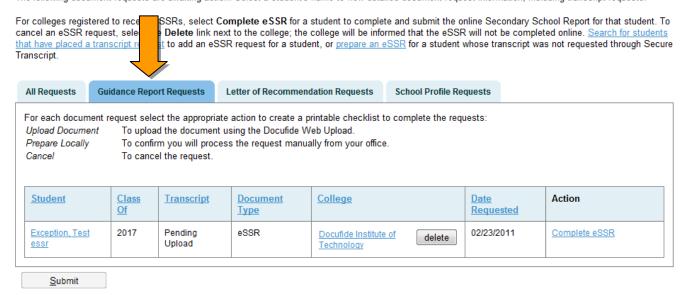

Electronic Secondary School Reports

Each registered college or university can create an Electronic Secondary School Report (eSSR) online. eSSR requests are initiated when students request transcripts. You can log into your Parchment account and access the online To-Do List for the eSSR requests. You complete the report online.
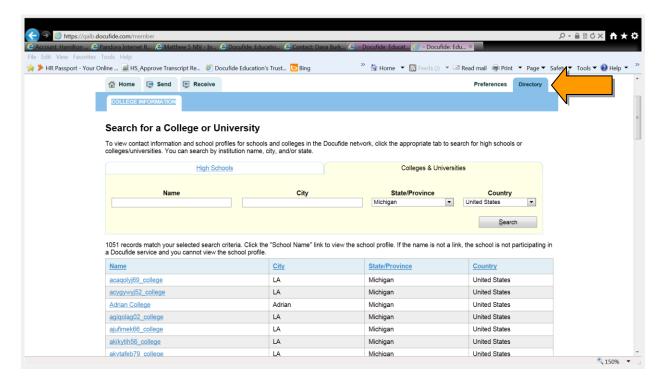
Process Document Requests

The following document requests are awaiting action. Select a student's name to view detailed document request information, including transcript requests.
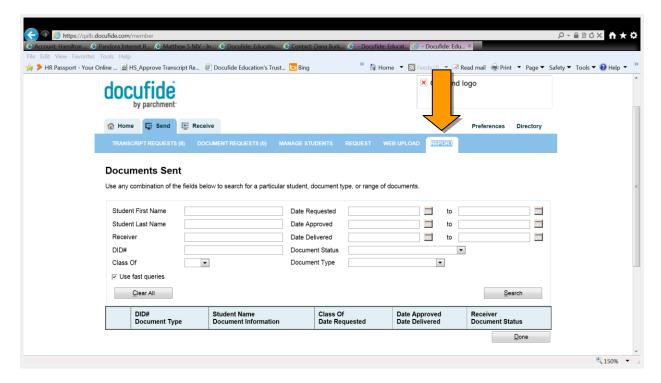
For colleges registered to receive SSRs, select **Complete eSSR** for a student to complete and submit the online Secondary School Report for that student. To cancel an eSSR request, select the **Delete** link next to the college; the college will be informed that the eSSR will not be completed online. Search for students that have placed a transcript request to add an eSSR request for a student, or prepare an eSSR for a student whose transcript was not requested through Secure Transcript.

| All Requests | Guidance Report Requests | Letter of Recommendation Requests | School Profile Requests |

For each document request select the appropriate action to create a printable checklist to complete the requests:

Upload Document   To upload the document using the Docufide Web Upload.
Prepare Locally   To confirm you will process the request manually from your office.
Cancel   To cancel the request.

Student	Class Of	Transcript	Document Type	College		Date Requested	Action
Exception, Test essr	2017	Pending Upload	eSSR	Docufide Institute of Technology	delete	02/23/2011	Complete eSSR

Submit

Directory

School contact information and profiles are available online for all participating colleges and high schools.
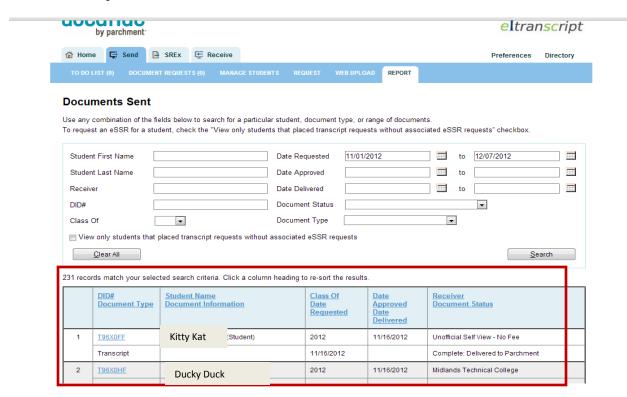
Reports

Real-time reports are available for sent or received transcripts, with results exportable to Excel for further data analysis.

For example, importing the search criteria for how many transcripts you have processed from 11/01/2012 to 12/07/2012 will provide the results in the screen below:

Educating Students and Parents

Resources from Parchment

- School staff members can contact Parchment for the following documents:
  1) Set-Up Guide
  2) Student and Administrative User Guides
  3) Frequently Asked Questions (FAQs)
  4) Marketing Materials
- Online training sessions are available for staff members depending on their level of involvement with the service.
- Additional training is available for staff upon request.
- Ongoing account management and customer service is provided by Parchment staff, who are available to answer administrator and student/parent questions.

Suggested Promotion

- Add the Michigan E-Transcript link to the school's website in multiple places such as the home page, the guidance counseling page, the student page and the alumni page.
- Distribute student flyers containing information on the Parchment e-transcript service at open houses, senior night and college information sessions.
- Update the student handbook to include information on the Parchment e-Transcript service.
- Send a letter to all staff at the school and parents announcing the Parchment e-Transcript service.
- Use regular school communications such as the school newspaper, newsletters and emails to promote the Parchment e-Transcript service.

Best Practices

- Have students complete the 5-minute online account registration early in the school year as an introduction to the Parchment e-Transcript service. This will enable you to use the Docufide by Parchment service to process high school to high school transcript transfers.
- Remind students to complete the online registration using their full name as it appears on the transcript. If they do not know this information, look this up for them.
- Encourage access to the Parchment e-Transcript service at the school by providing computer access in the school's office for students to use when requesting a transcript. Post notices in the computer lab and during computer courses, and have registration kiosks at open houses.
- Encourage students to use the Parchment e-Transcript service to eliminate walk-up or paper transcript requests.
- Use the administrative reporting feature built into the Parchment service to view usage and the impact e-Transcripts have at your school.
- Show students and parents where additional information is located on the CEPI website (http://www.michigan.gov/cepi/0,1607,7-113-54112---,00.html) such as a Frequently Asked Questions (FAQ) document, the Michigan school registration status report and a presentation on how to use the Parchment service.
- Show students, alumni and parents where the Welcome Screen is located when they log into their Parchment account. Let them know that your school may post messages for them on this screen.
- Inform students, alumni and parents as to the fees associated with certain transcript requests and how your school wants them to handle these.
- Encourage students to use the Application ID import function. Colleges and universities highly recommend that students import this ID if known.